

CD10-OWI-011

REVISION A

EFFECTIVE DATE: JULY 12, 2000

Organizational Work Instruction

CD10

Employee Assistance Program

APPROVING
AUTHORITY:

<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
<u>Danny R. Hightower</u>	<u>Manager</u>	<u>CD10</u>	<u>7/12/00</u>

Organizational Work Instruction (OWI)		
Title: Employee Assistance Program	CD10-OWI-011	Revision A
	Date: 7/12/00	Page 2 of 4

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	NA	09/30/99	Baseline
Revision	A	07/12/00	Records Paragraph revised and expanded

PURPOSE

The purpose of this Organizational Work Instruction, (OWI) is to document the procedure by which the Employee Assistance Program (EAP) Office provides services for employees experiencing emotional stress, mental health disorders, family or relationship difficulties, financial and/or legal concerns, and alcohol or drug abuse problems.

1. APPLICABILITY

This procedure applies to the Employee Assistance Program at the Marshall Space Flight Center

2. APPLICABLE DOCUMENTS

42 U.S.C. Section 290dd-2 Confidentiality of Records

42 C.F.R Chapter 1, Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records

NPD 1830.1 NASA Employee Assistance Program

NPG 3792.1, NASA Plan for a Drug-Free Workplace

3. DEFINITIONS

DFWP - Drug-Free Workplace Program

EAP - Employee Assistance Program

OPM - Office of Personnel Management

Organizational Work Instruction (OWI)		
Title: Employee Assistance Program	CD10-OWI-011	Revision A
	Date: 7/12/00	Page 3 of 4

4. INSTRUCTIONS

The EAP provides for an initial comprehensive assessment of the employee's or family member's needs, and when indicated, acute crisis intervention, or short-term counseling. Referral may be made to outside professional service providers for longer term and/or follow-up care.

The guidelines established in the referenced "Applicable Documents" above will be adhered to in all matters related to the Employee Assistance Program.

5. NOTES

The MSFC EAP is required to support the Agency's legally mandated Drug-Free Workplace (DFWP) Program.

6. SAFETY PRECAUTIONS AND WARNING NOTES

The confidentiality of EAP records, relating to alcohol or drug abuse, education, prevention, training, treatment, rehabilitation or research by or concerning a particular employee is protected under 42 U.S.C Section 290dd-2, and implementing regulations at 42 C.F.R Chapter 1, Part 2. Persons who violate these provisions may be subject to personal liability, including criminal penalties.

7. APPENDICES, DATA, REPORTS, AND FORMS

None

9. RECORDS

Records Type: Case files

Responsible Party: EAP Coordinator

Location: MSFC Medical Center, Building 4249, Room 126

Retention Schedule: The records of all employees served by the EAP may not be accessed without the written permission of the employee except as authorized by Federal law and regulation.

Medical records will be filed in a lockable file cabinet and maintained for one year while active. After deactivation records will be staged in a separate file drawer for one year and then (shredded) destroyed.

Organizational Work Instruction (OWI)		
Title: Employee Assistance Program	CD10-OWI-011 Date: 7/12/00	Revision A Page 4 of 4

EAP counselors providing direct services to NASA employees are responsible for maintaining aggregate data required for meeting annual OPM and congressional reports and data for compliance with program metrics.

TOOLS, EQUIPMENT, AND MATERIALS

None

10. PERSONNEL TRAINING AND CERTIFICATION

Only licensed mental health counselors will perform EAP counseling. The license must be valid in the United States but need not be issued by the State of Alabama.

11. FLOW DIAGRAM

None